Foreign Currency

ADITO Software GmbH

As of version 2026.4.0 | April 2026

Screenshots

The UX design of ADITO is continuously optimised for you. Therefore, there may be deviations in the screenshots.

Agenda

Foreign currency in general

€ Currency

Opportunity

Advertising material and sample management

Offer

$ Receipt

Expense report

If you create currency rates, these are taken into account in opportunities, offers, receipts and expense reports with foreign currency.
The same applies to advertising material and sample management with foreign currency.

To be processed in advance by the administrator

Used "daily" by users

Foreign currency

Definition of terms used

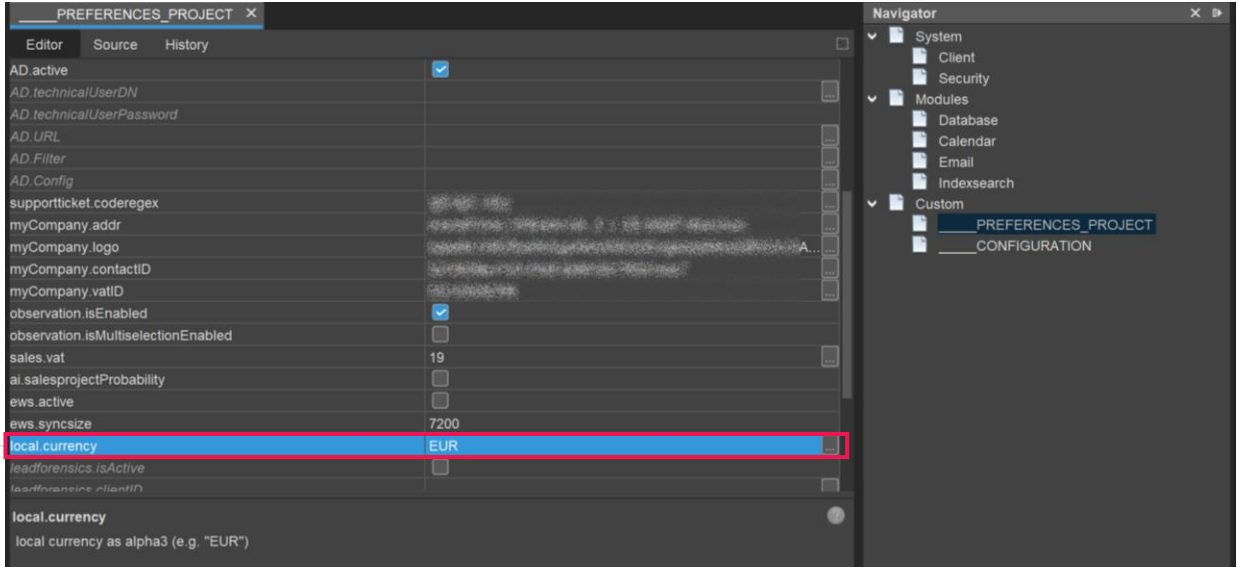
- **Local currency/domestic currency**
  The local currency is the currency in which your company keeps accounts, e.g. Euro. The term "domestic currency" is used in the system, as the domestic currency is usually stored as the local currency. It is initially defined in the system at the start of the project (see next slide).
- **Foreign currency**
  Foreign currencies are all currencies that are not your local currency.
- **User currency**
  When offers, receipts, etc. are created, the local currency is automatically preset, e.g. Euro. However, if someone is mainly responsible for companies from the USA, for example, they can enter the US dollar as the user currency. As a result, the "Currency" field in offers, receipts, etc. is automatically set to "USD".

Local currency

Initial creation of the local currency in the project

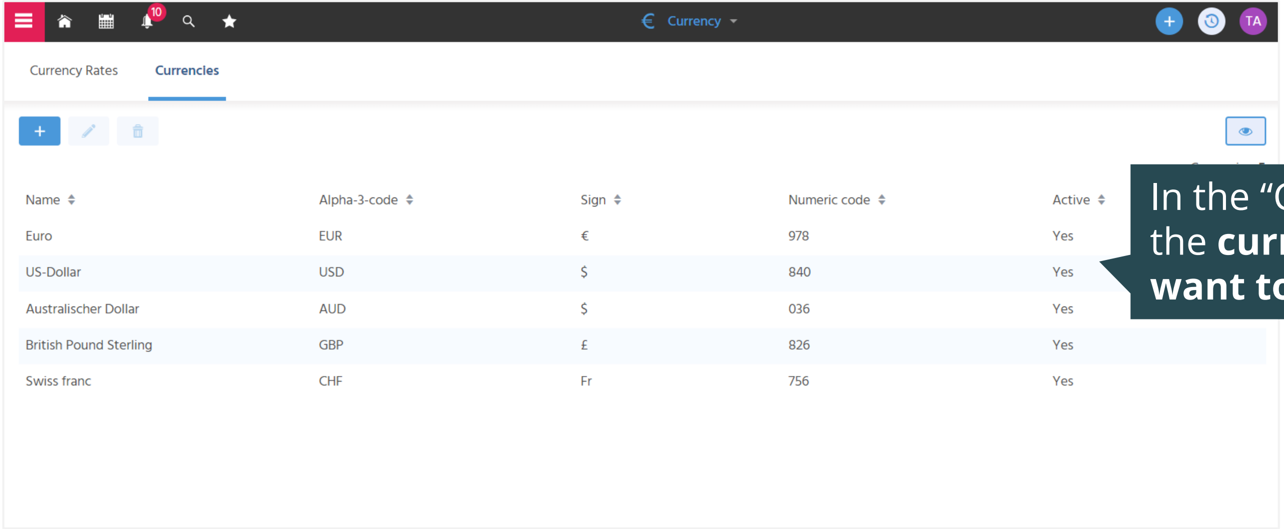
The local currency can only be initially entered in the Designer at the start of the project. (This is usually done in consultation with the ADITO project team).
It is not easy to change the local currency at a later date.

The local currency is specified in the PREFERENCES_PROJECT for **local.currency** using alpha-3 code.



Currency

Menu group “Administration” – Add currencies



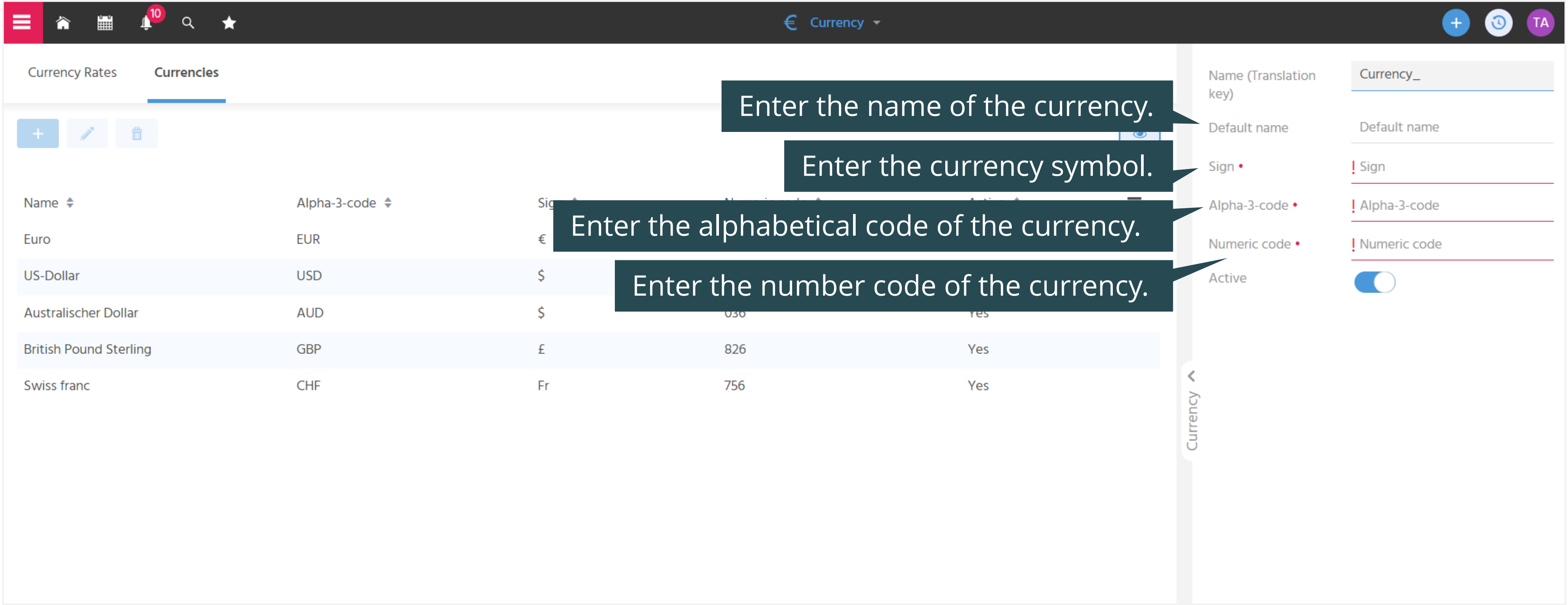
Name	Alpha-3-code	Sign	Numeric code	Active
Euro	EUR	€	978	Yes
US-Dollar	USD	$	840	Yes
Australischer Dollar	AUD	$	036	Yes
British Pound Sterling	GBP	£	826	Yes
Swiss franc	CHF	Fr	756	Yes

In the “Currencies” tab, you add all the **currencies for which you want to enter exchange rates**.

If users work with several client languages, it is essential that the translation of the currencies is maintained in the translation tables. If translations are required, these must be commissioned in the respective client project.

Currency

Menu group “Administration” – Add currencies

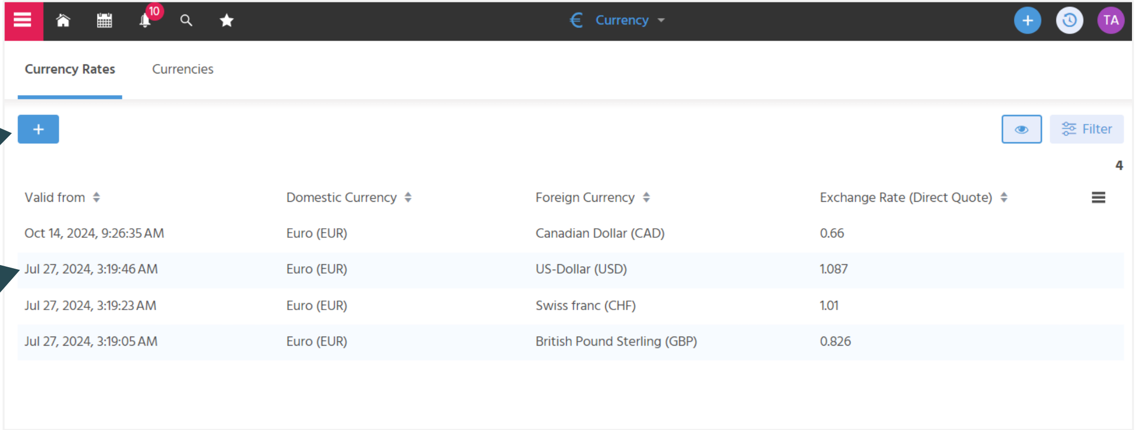


Foreign currency

Menu group “Administration” – Currency rates

In the “Currency rates” tab, you can **add exchange rates for the active currencies entered in the “Currencies” tab.**

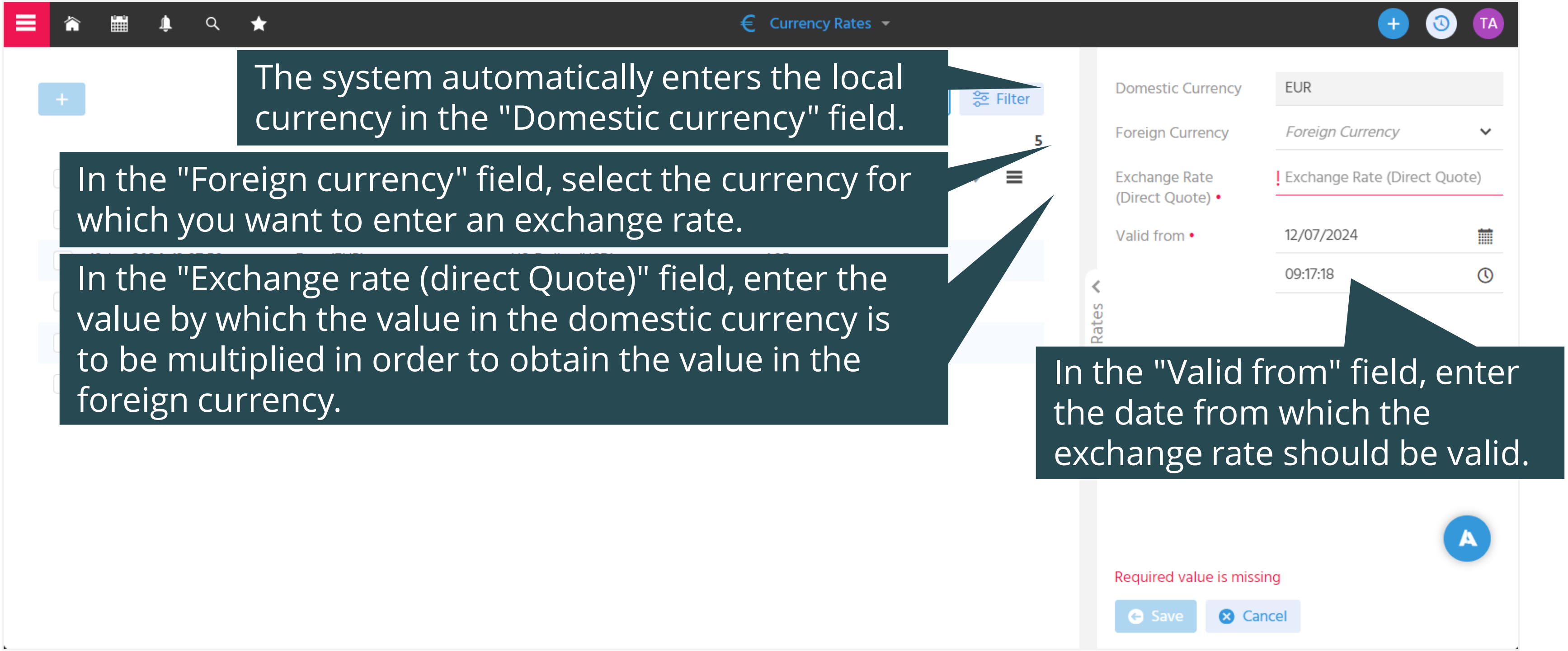
Only currencies for which exchange rates have been created can be selected as a foreign currency in opportunities or offers, for example.



Currency rates cannot be edited. If you have made an incorrect entry, simply add a new currency rate. The **most recent currency rate of a currency is used for the conversion** of prices and other monetary amounts.

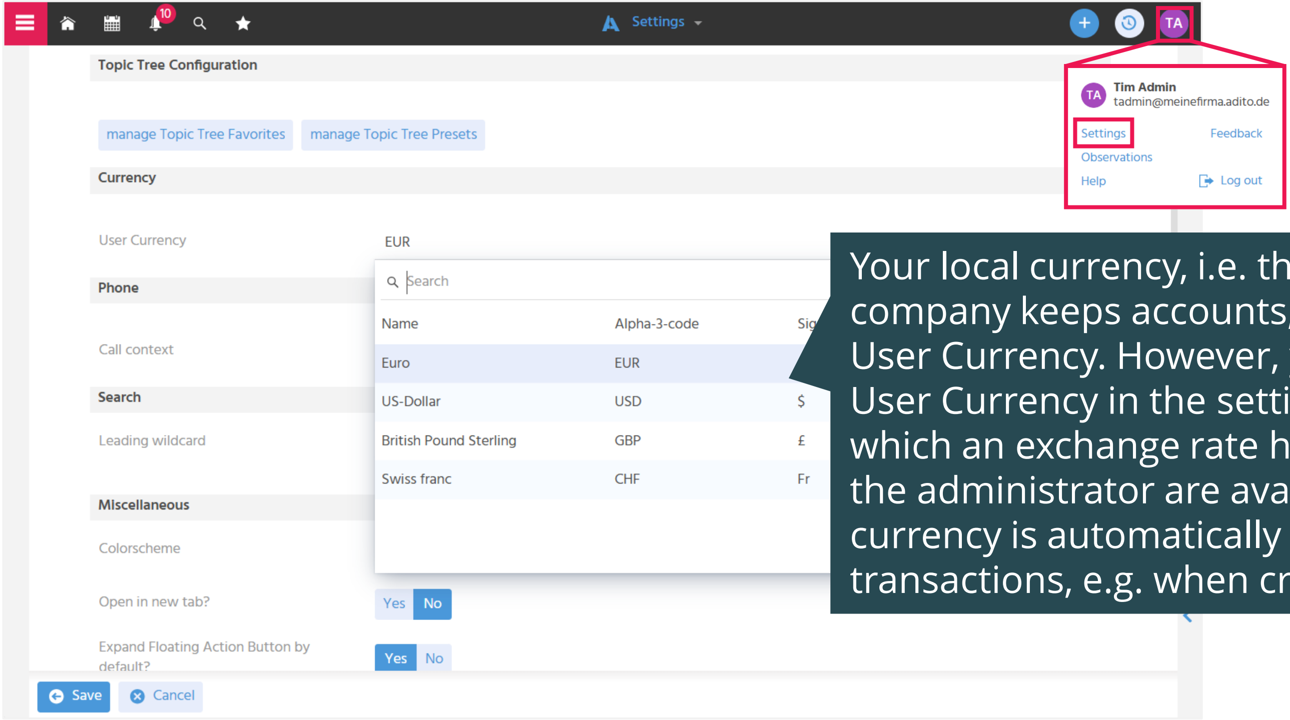
Foreign currency

Create a currency rate



Foreign currency

Select User Currency



Your local currency, i.e. the currency in which your company keeps accounts, is initially stored as the User Currency. However, you can select a different User Currency in the settings. All currencies for which an exchange rate has already been stored by the administrator are available there. The user currency is automatically preset for all price-related transactions, e.g. when creating offers, receipts, etc.

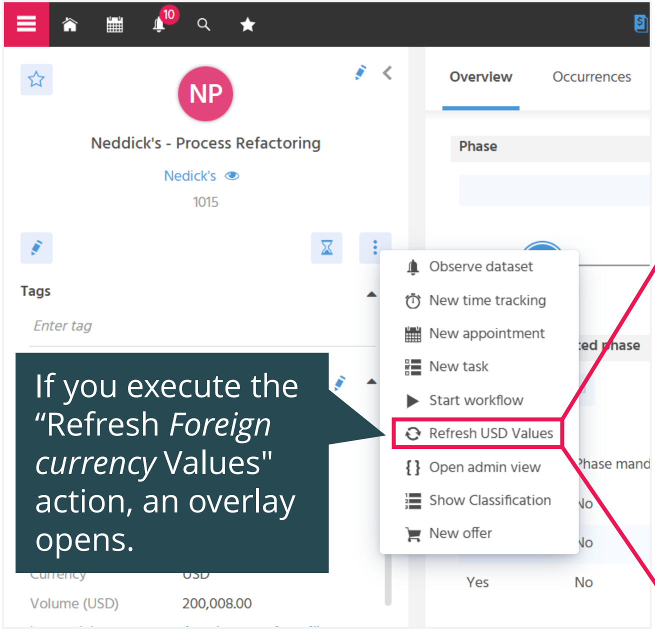
Foreign currency

Refresh values

Even **if the exchange rate changes**, all amounts in offers, receipts, etc. remain as they were originally entered or calculated. If you want to **adjust the amount to the new exchange rate**, perform the “Refresh *Foreign currency* Values" action.

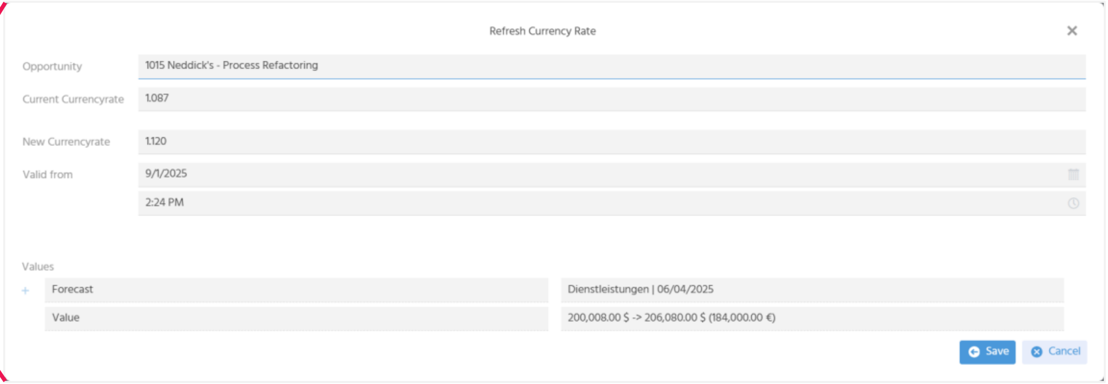
Foreign currency

Refresh values – example: Local currency = Euro



If you execute the "Refresh *Foreign currency* Values" action, an overlay opens.

The overlay compares the current and new exchange rates and displays the recalculated values.

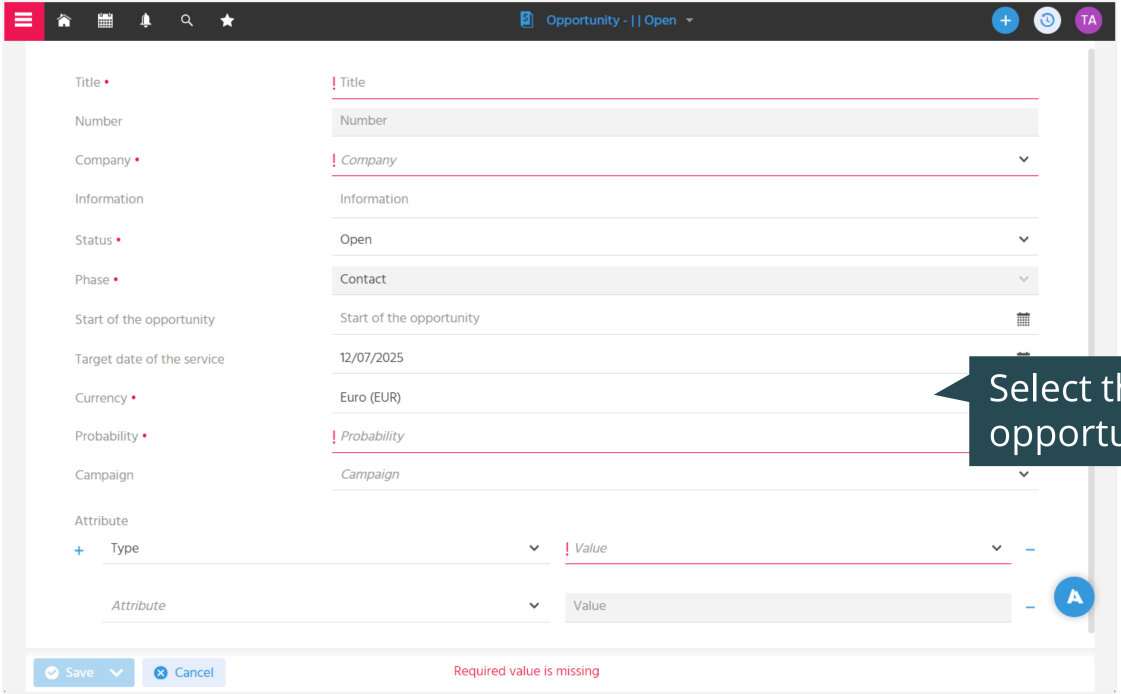


The action is active for the offer as long as it has a status other than "Sent," "Won," or "Lost."

Foreign currency in the opportunity

Foreign currency in the opportunity

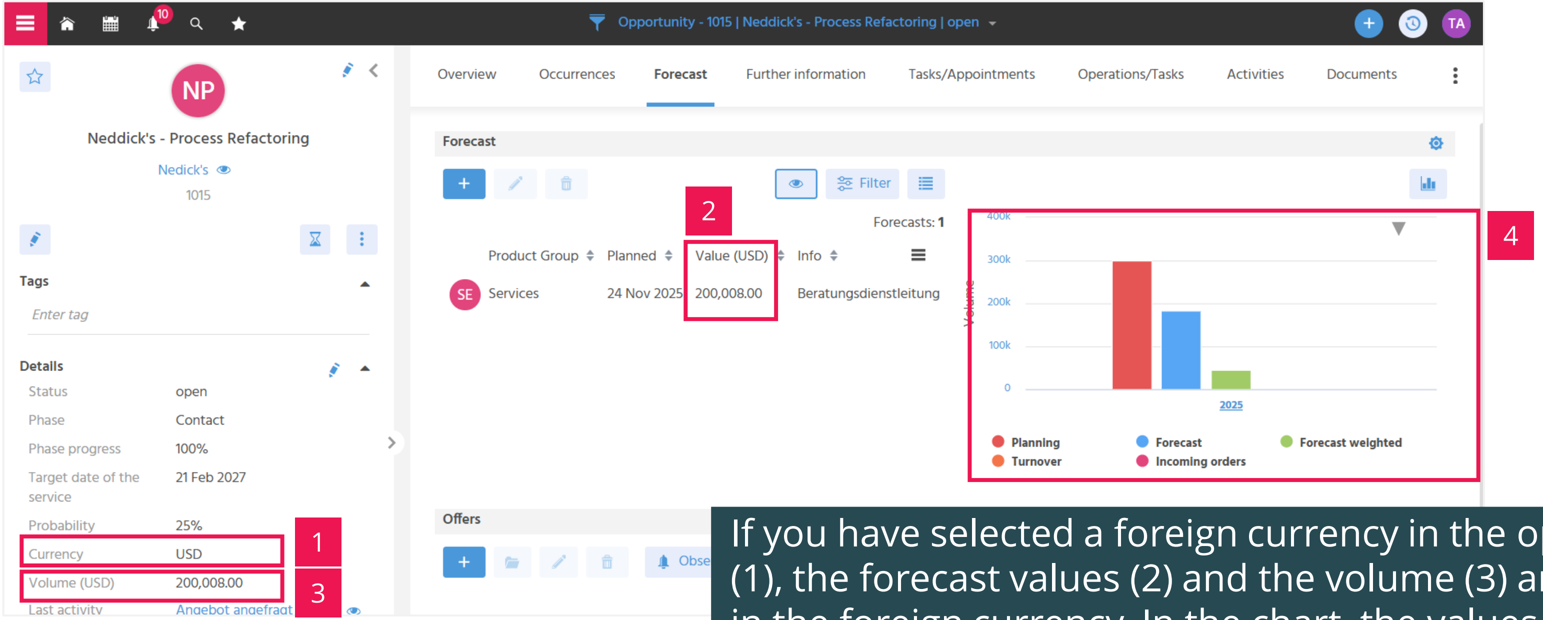
Create new Opportunity



Select the currency in which the opportunity is to be settled.

Foreign currency in the opportunity

Tab „Forecast“ – Opportunity with foreign currency

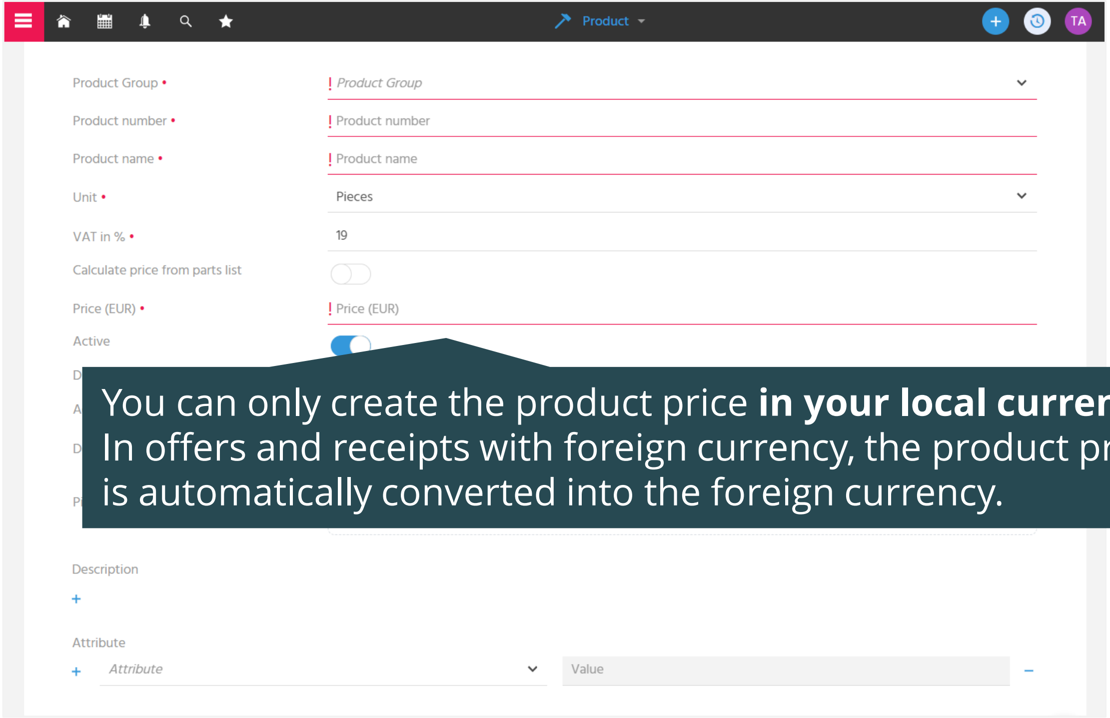


If you have selected a foreign currency in the opportunity (1), the forecast values (2) and the volume (3) are displayed in the foreign currency. In the chart, the values are displayed in the local currency (4).

Foreign currency in the product

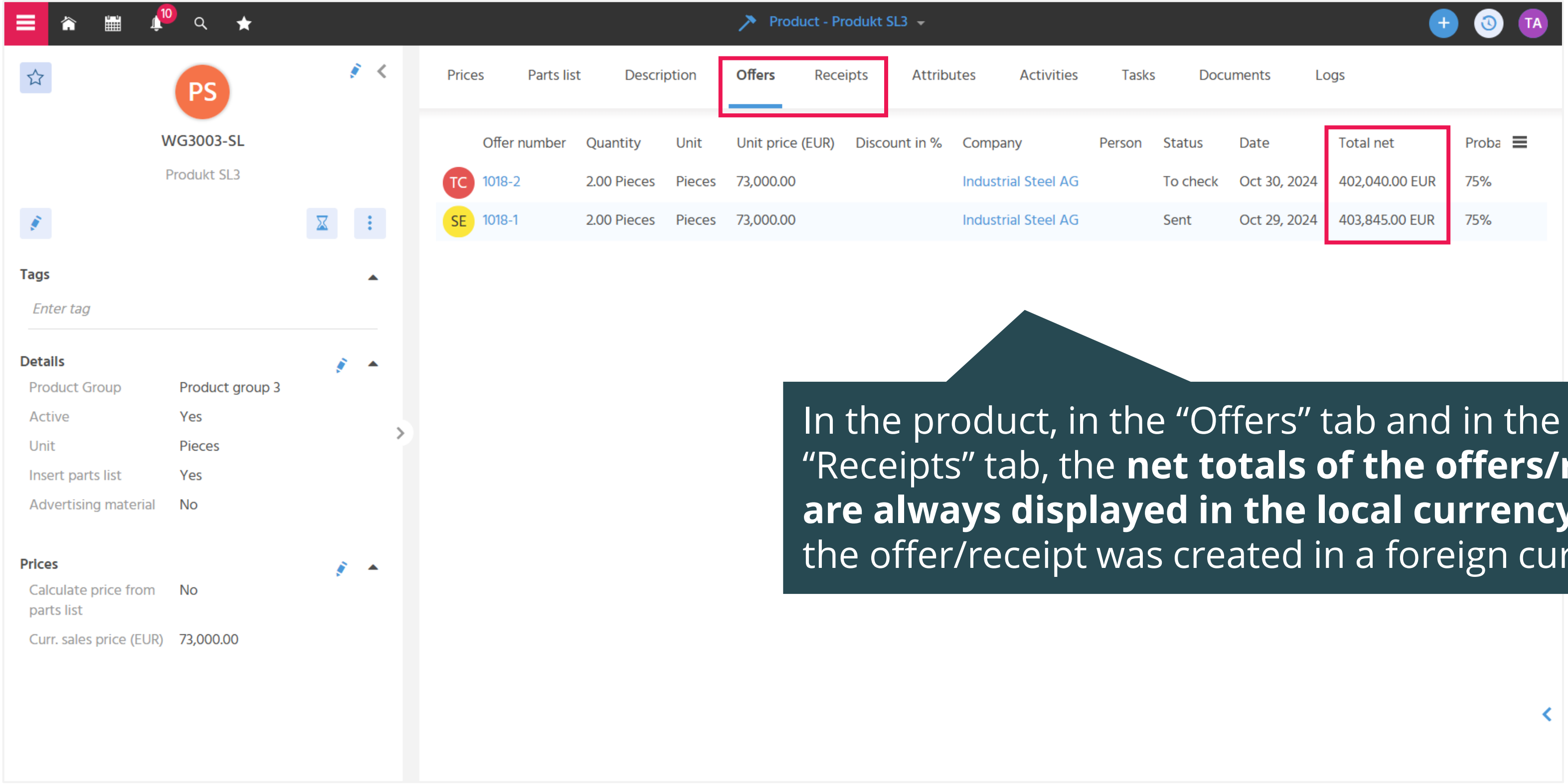
Foreign currency in the product

Create new product



You can only create the product price **in your local currency**. In offers and receipts with foreign currency, the product price is automatically converted into the foreign currency.

Foreign currency in the product

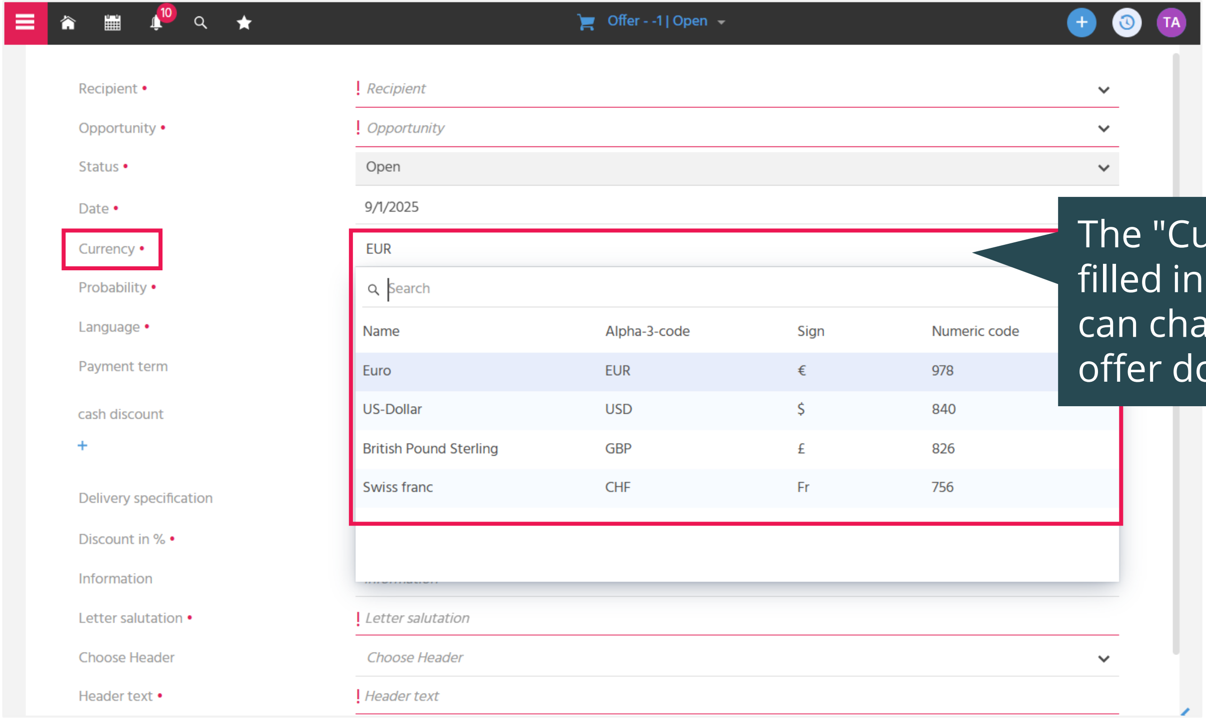


In the product, in the “Offers” tab and in the “Receipts” tab, the **net totals of the offers/receipts are always displayed in the local currency**, even if the offer/receipt was created in a foreign currency.

Foreign currency in the offer

Foreign currency in the offer

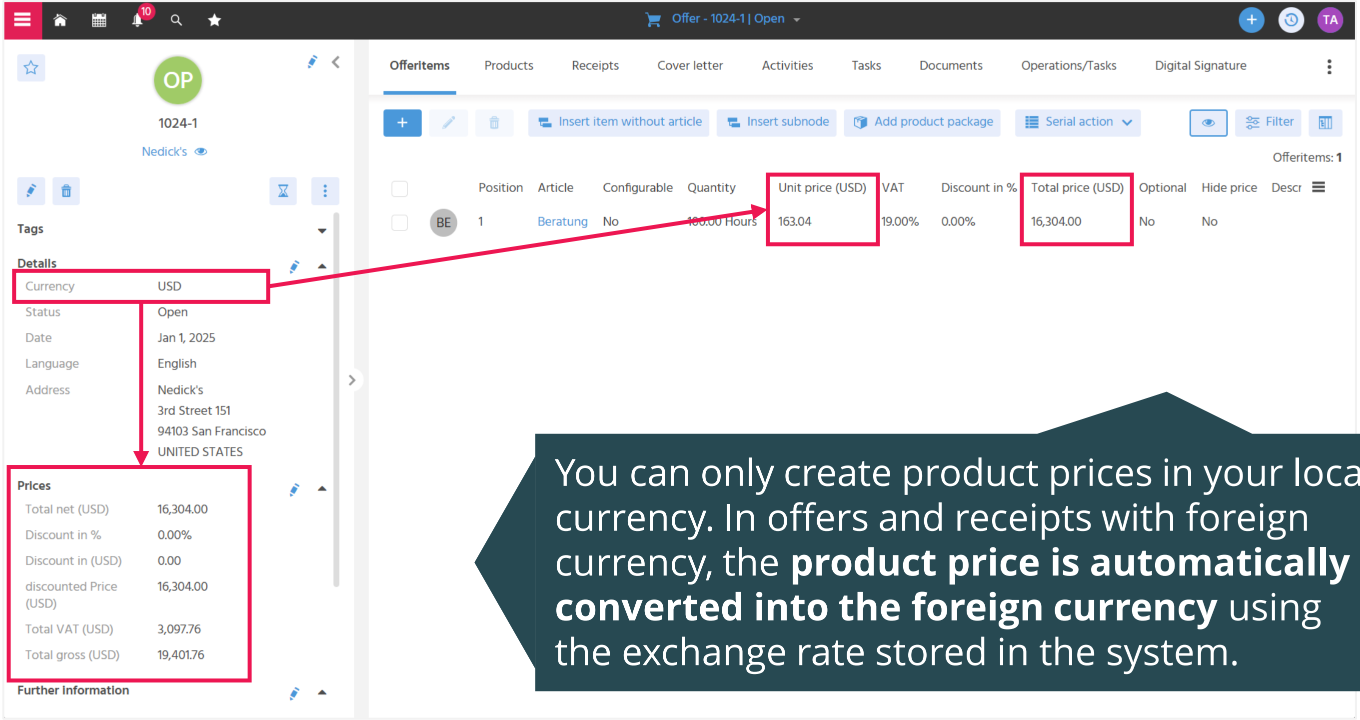
Create new offer



The "Currency" field is automatically filled in with the user currency. You can change the currency as long as the offer does not contain any offer items.

Foreign currency in the offer

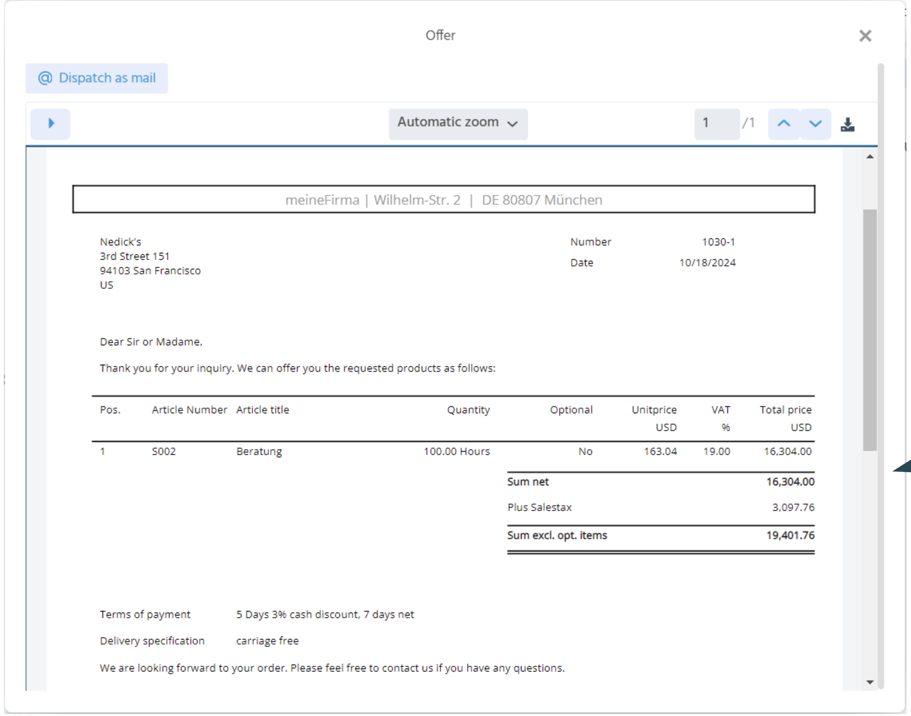
Offer items



You can only create product prices in your local currency. In offers and receipts with foreign currency, the **product price is automatically converted into the foreign currency** using the exchange rate stored in the system.

Foreign currency in the offer

Offer report



Offer

Dispatch as mail

Automatic zoom

1 /1

meineFirma | Wilhelm-Str. 2 | DE 80807 München

Nedick's
3rd Street 151
94103 San Francisco
US

Number 1030-1
Date 10/18/2024

Dear Sir or Madame,

Thank you for your inquiry. We can offer you the requested products as follows:

Pos.	Article Number	Article title	Quantity	Optional	Unitprice USD	VAT %	Total price USD
1	S002	Beratung	100.00 Hours	No	163.04	19.00	16,304.00

Sum net	16,304.00
Plus Salestax	3,097.76
Sum excl. opt. items	19,401.76

Terms of payment 5 Days 3% cash discount, 7 days net

Delivery specification carriage free

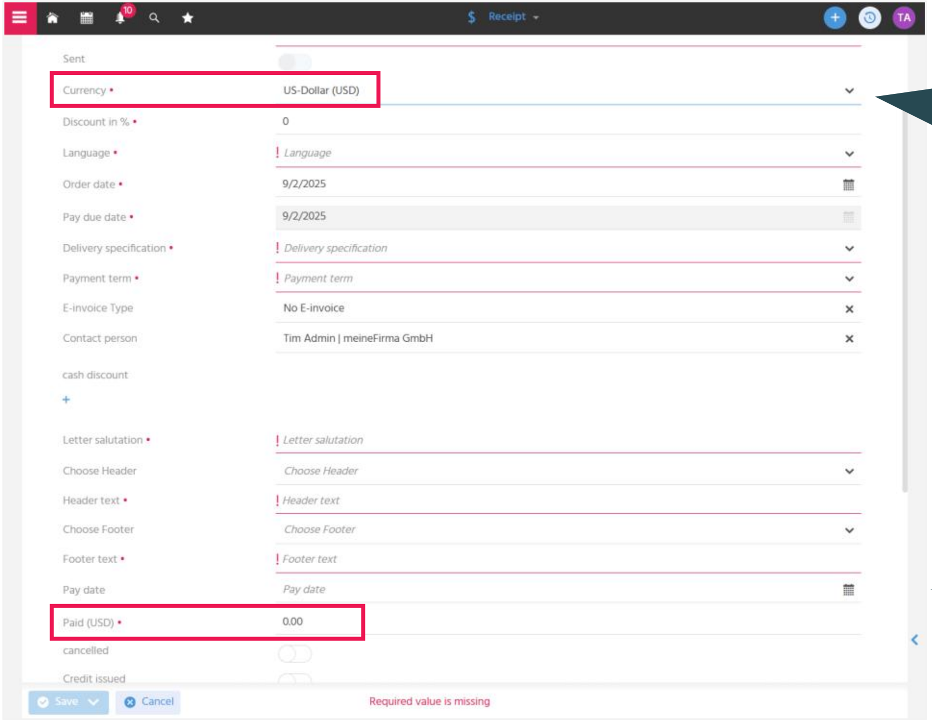
We are looking forward to your order. Please feel free to contact us if you have any questions.

All amounts are displayed in the foreign currency in the offer report.

Foreign currency in the receipt

Foreign currency in the receipt

Create new receipt



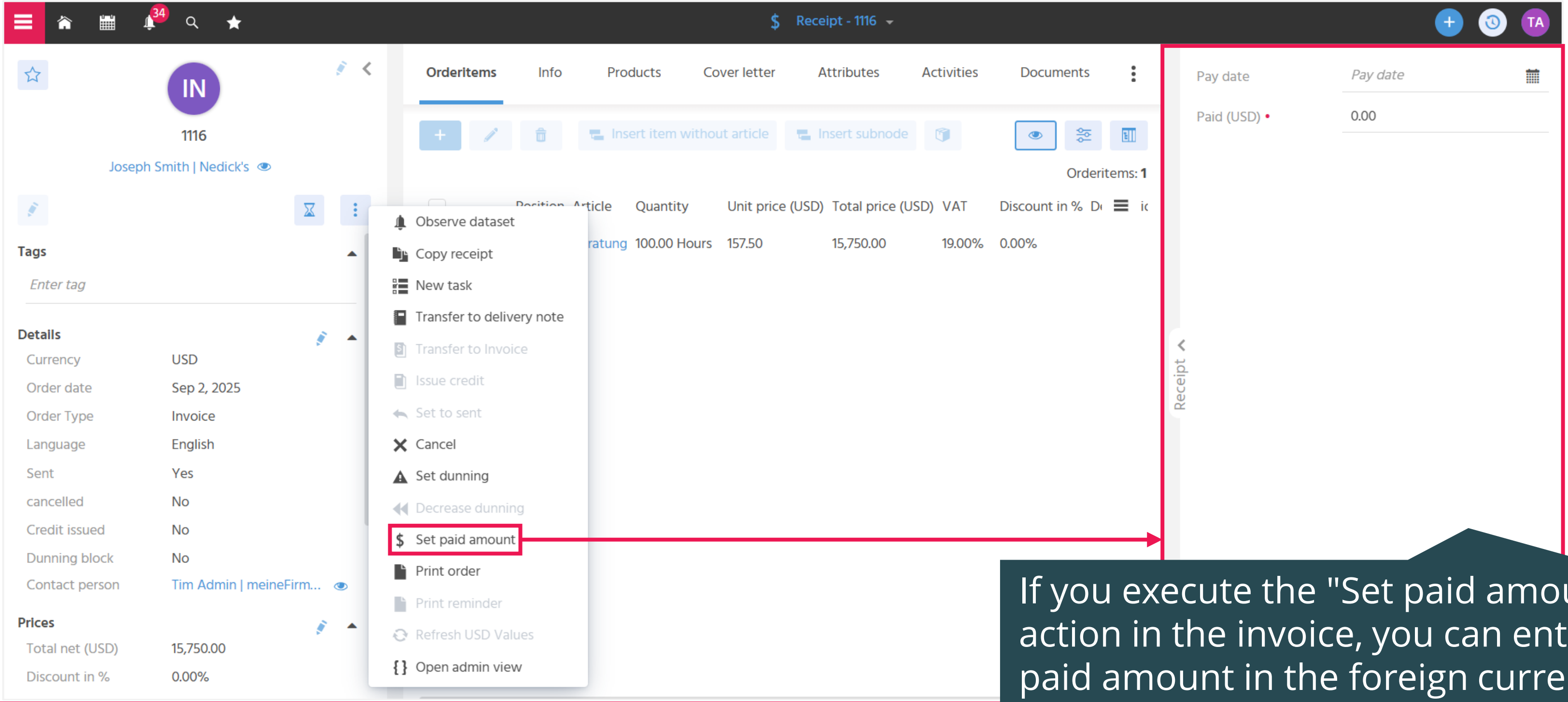
The "Currency" field

- is automatically filled in with the user currency when you create a new receipt
- is automatically filled in with the currency from the offer/receipt when you create the document from an offer/receipt.

If you select the Order Type "Invoice", the "Paid" field is displayed in the foreign currency.

Foreign currency in the receipt

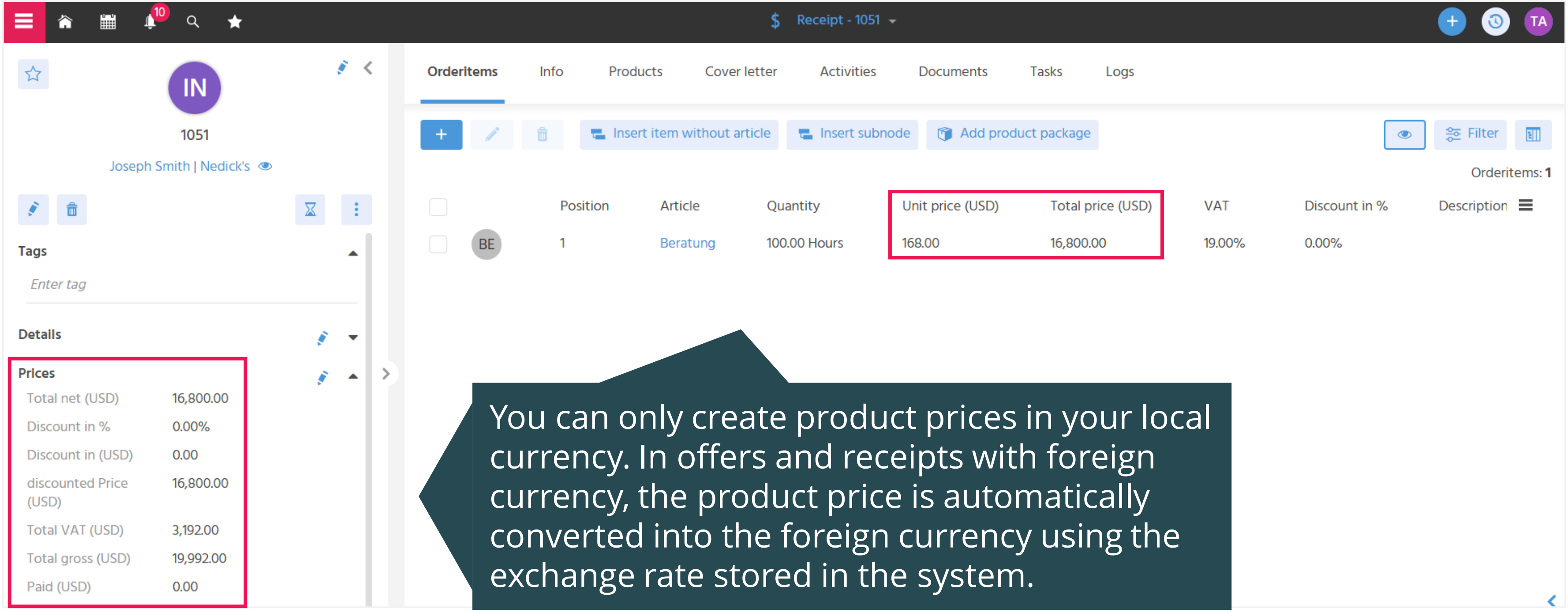
Set paid amount



If you execute the "Set paid amount" action in the invoice, you can enter the paid amount in the foreign currency.

Foreign currency in the receipt

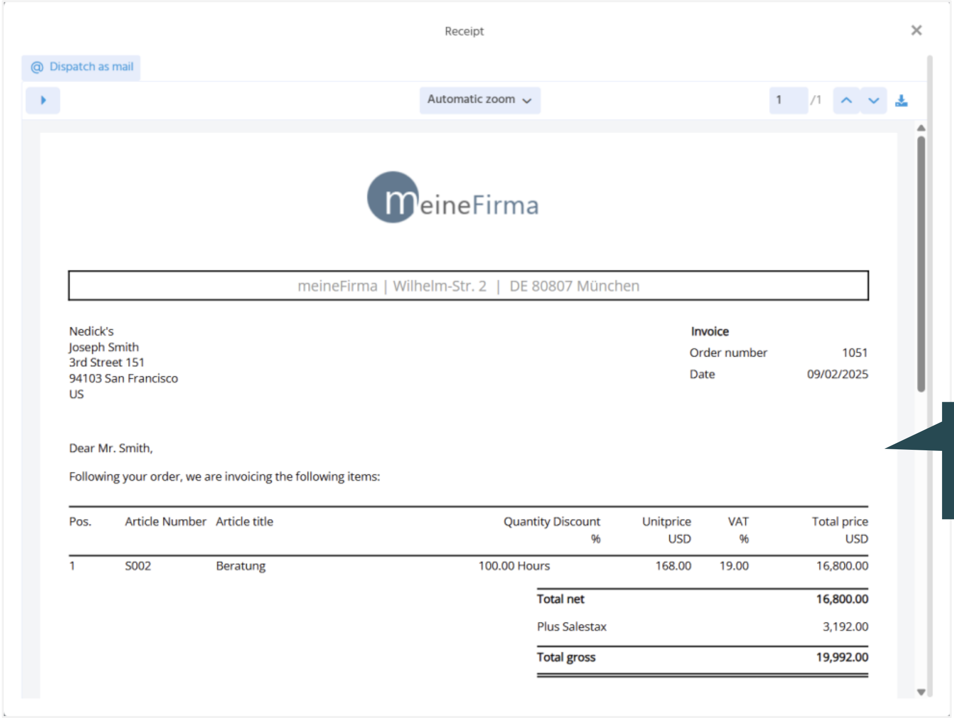
Order items



You can only create product prices in your local currency. In offers and receipts with foreign currency, the product price is automatically converted into the foreign currency using the exchange rate stored in the system.

Foreign currency in the receipt

Receipt report



Receipt

Dispatch as mail

Automatic zoom

1 /1

meineFirma

meineFirma | Wilhelm-Str. 2 | DE 80807 München

Nedick's
Joseph Smith
3rd Street 151
94103 San Francisco
US

Invoice

Order number 1051

Date 09/02/2025

Dear Mr. Smith,

Following your order, we are invoicing the following items:

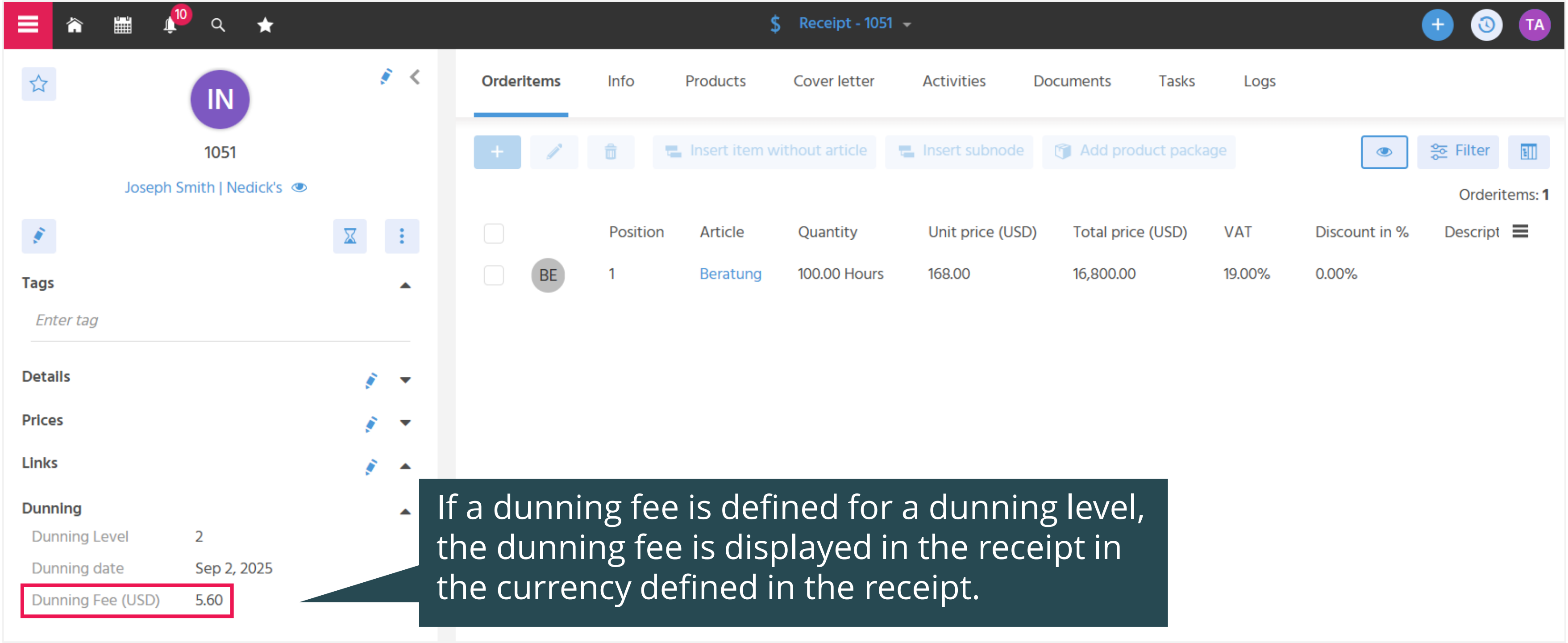
Pos.	Article Number	Article title	Quantity	Discount %	Unitprice USD	VAT %	Total price USD
1	S002	Beratung	100.00 Hours		168.00	19.00	16,800.00

Total net	**16,800.00**
Plus Salestax	3,192.00
Total gross	**19,992.00**

All amounts are displayed in the foreign currency in the receipt report.

Foreign currency in receipt with dunning

Dunning Fee



If a dunning fee is defined for a dunning level, the dunning fee is displayed in the receipt in the currency defined in the receipt.

Foreign currency in the dunning report

Dunning report


Receipt

@ Dispatch as mail

Automatic zoom 1 /1

Nedick's
Joseph Smith
3rd Street 151
94103 San Francisco
US

02.09.2025

2. Mahnung

Für folgende Rechnung konnten wir in unserer Buchhaltung noch keinen Zahlungseingang feststellen:

Belegnummer	Belegdatum	Fälligkeitsdatum	Summe brutto	Mahngebühr	Offener Betrag
			USD	USD	USD
1051	02.09.2025	09.09.2025	19992.00	5.60	19,997.60

Leider haben Sie auf unsere Zahlungserinnerung vom 02.09.2025 nicht reagiert, wir bitten Sie daher, den überfälligen Betrag inkl. 5.60 USD Mahngebühren in Höhe von 19,997.60 USD bis zum 09.09.2025 unter Angabe der Rechnungsnummer 1051 auf unser Konto bei der DEUTSCHE KREDITBANK BERLIN zu überweisen.

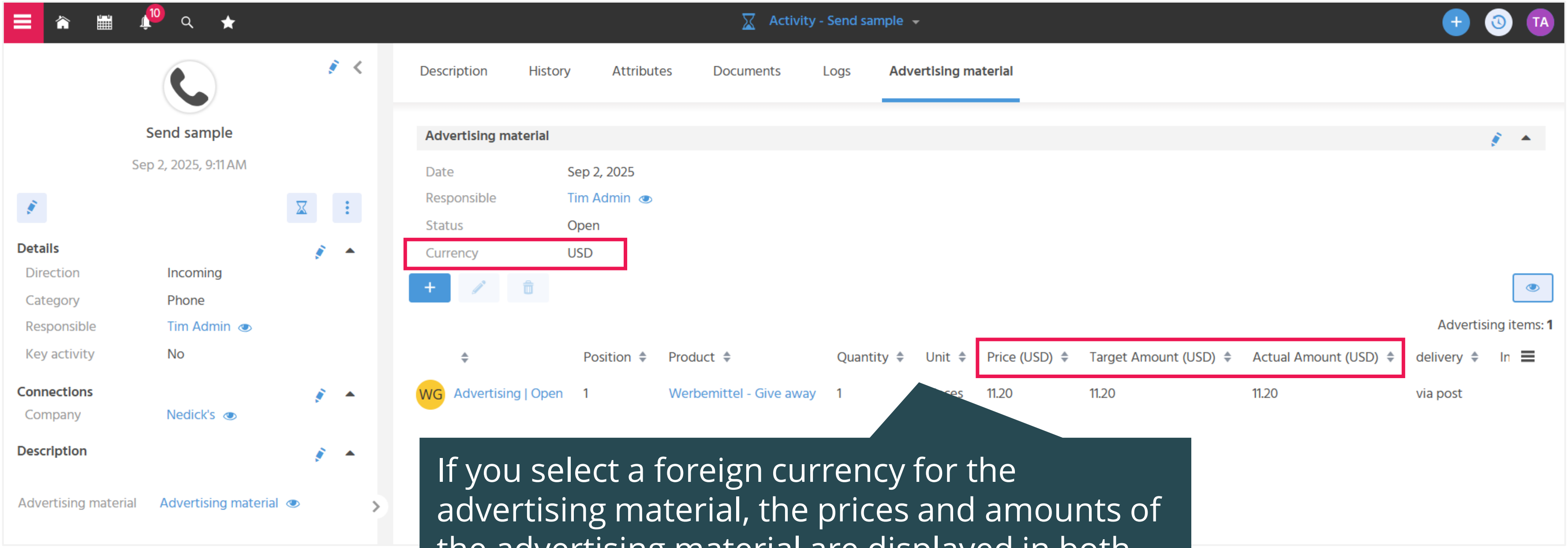
IBAN: DE02120300000000202051

BIC: BYLADEM1001

All amounts are also displayed in the dunning report in the foreign currency.

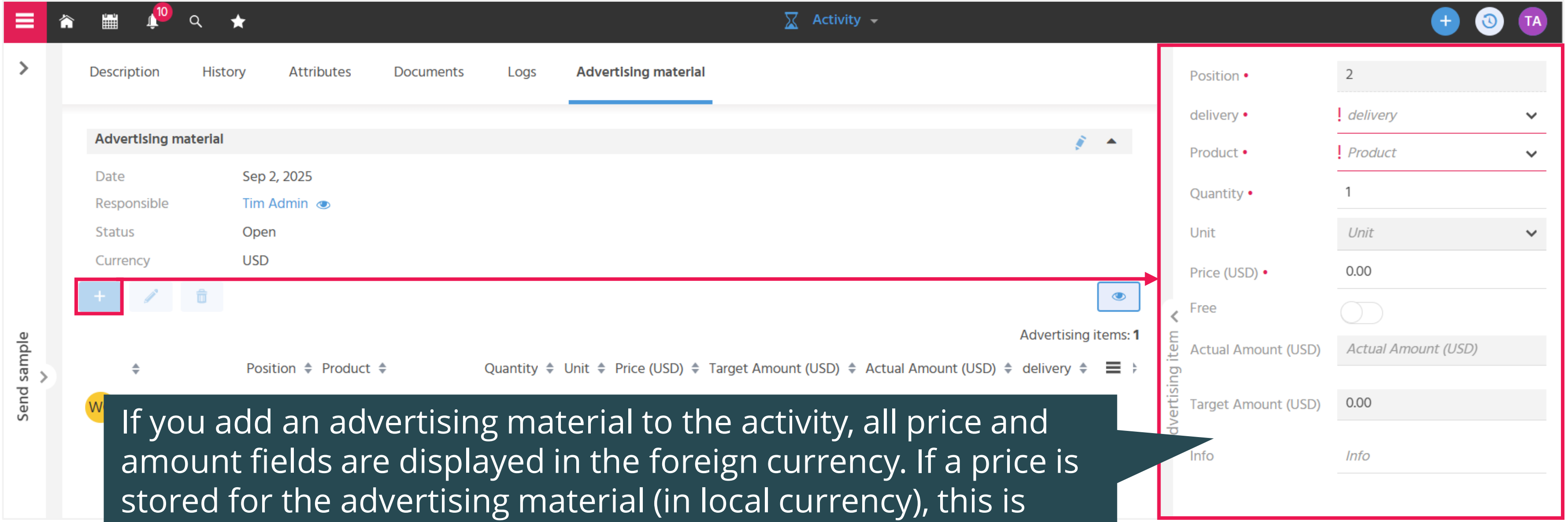
Foreign currency in advertising material and sample management

Foreign currency in advertising material and sample management



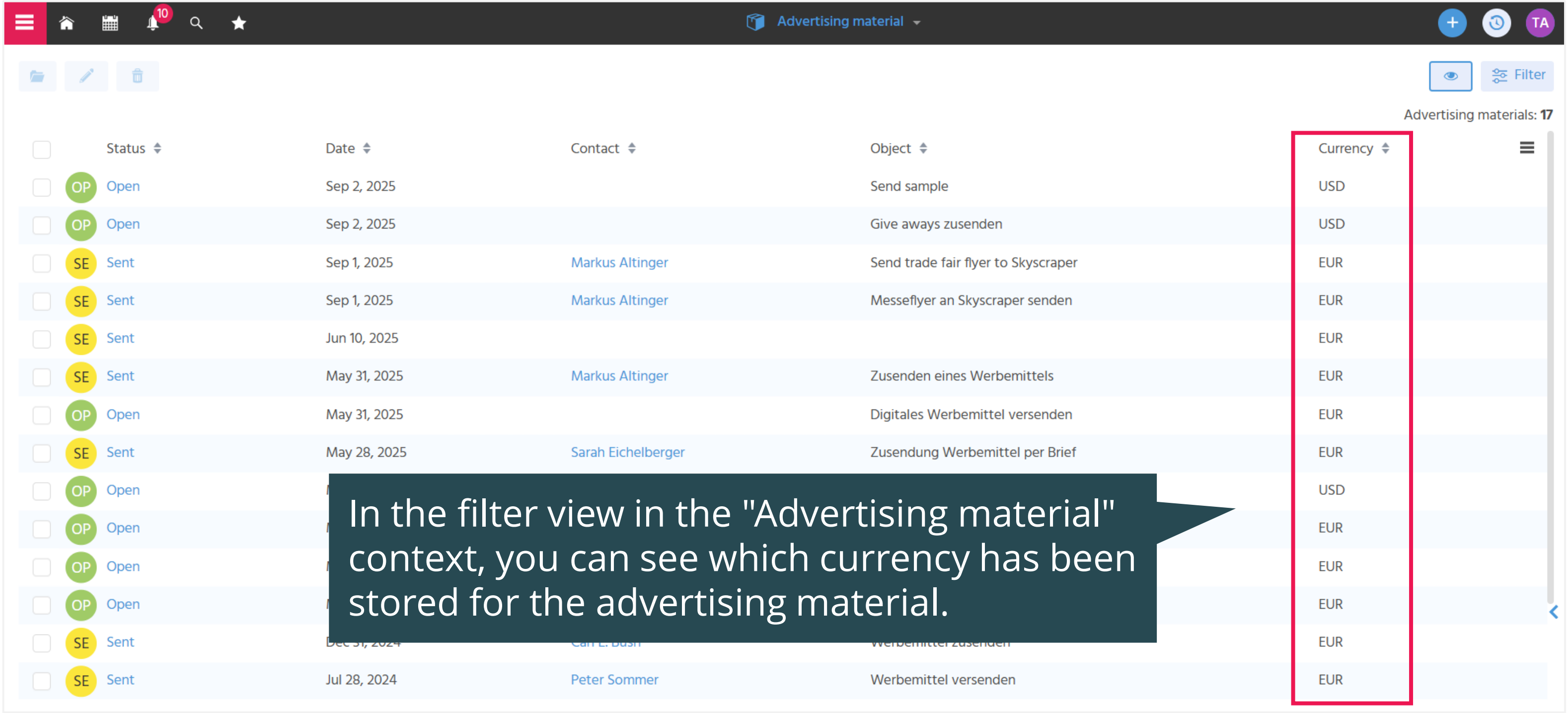
If you select a foreign currency for the advertising material, the prices and amounts of the advertising material are displayed in both the local currency and the foreign currency.

Foreign currency in advertising material and sample management



If you add an advertising material to the activity, all price and amount fields are displayed in the foreign currency. If a price is stored for the advertising material (in local currency), this is automatically converted into the foreign currency using the currency rate stored in the system.

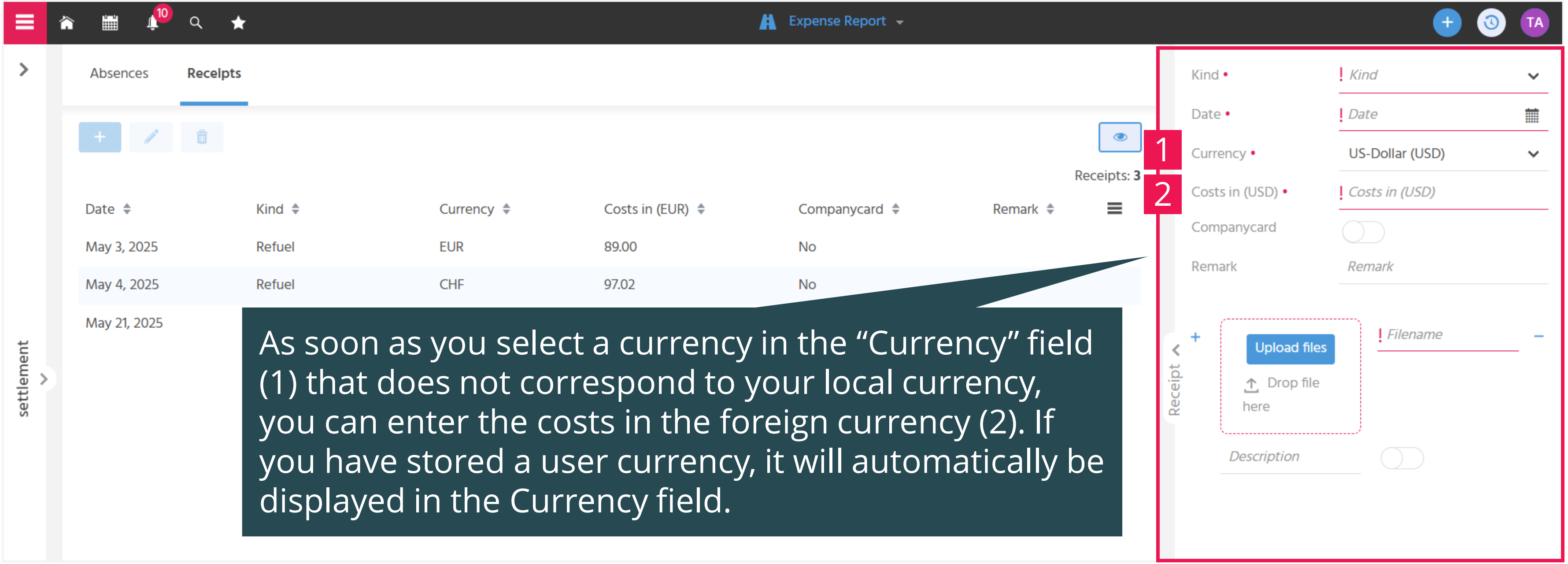
Foreign currency in advertising material and sample management



Foreign currency in the expense report

Foreign currency in the expense report

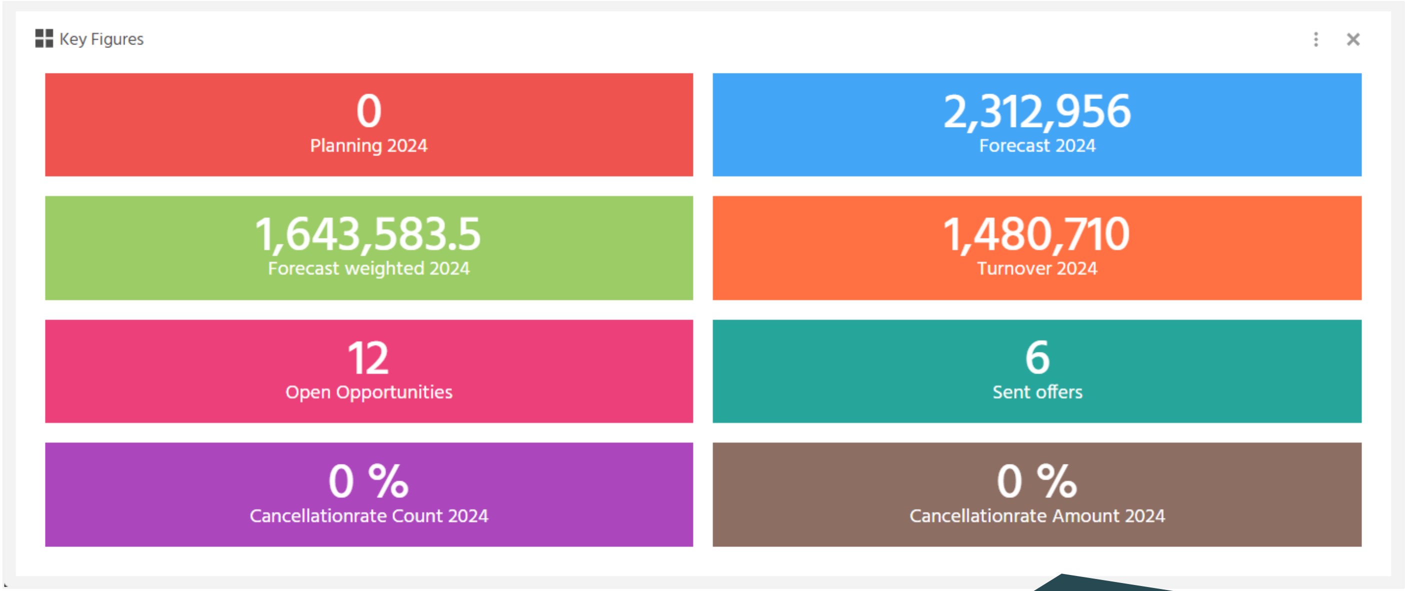
Record receipt



As soon as you select a currency in the “Currency” field (1) that does not correspond to your local currency, you can enter the costs in the foreign currency (2). If you have stored a user currency, it will automatically be displayed in the Currency field.

Sales Dashboard

Kennzahlen-Dashlet



The Key Figures dashlet always displays the totals of the values in local currency for planning, forecast, weighted forecast and turnover.

ADITO®

Einzigartige Beziehungen